

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-539-5157-001		Unit General Services Department		
Class Title Staff Services Analyst		Location Clinical Administration Building		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID 1	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Staff Services Manager I, the incumbent, will perform various consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; asset management; and personnel analysis; and do other related work. Perform a wide variety of difficult, complex technical, and analytical business service activities of a routine nature in various functions and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
50%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Contract Consultation, Planning, Development, Analysis, and Evaluation: Prepare and review contract documentation including, but not limited to, Invitation for Bids, Request for Quotes, Amendments, Scopes of Work, license requirements/validations, insurance certifications, and Certified Small Business, Microbusiness, and Disabled Veteran Business Enterprise Participation Goals. Documentation for adherence to policies, procedures, and regulations, as well as for accuracy and completeness. All contract documents must adhere to state requirements as per the State Administrative Manual, Department of General Services (DGS) State Contracting Manuals and the Office of Legal Services, and the Department of State Hospitals (DSH) policies and procedures. Develop and advertise contracts on the state's Cal eProcure website. Prepare and forward contract administration documentation to department heads or designees to monitor contractor performance, contractor compliance, invoicing, and all other requirements as necessary throughout the contract period. Evaluate and determine validity of all bidding and supporting documentation submitted by contractors. Ensure that all required contract approvals are secured from DSH-Metropolitan, DSH-Sacramento, DGS, and any other agency as required.</p>
20 %	<p>Asset Management: Acts as the hospitals Asset Management Maintainer for the Financial Information System for California (FI\$Cal) program, which is the "Book of Records" for asset management in accordance with the State Administrative Manual (SAM) and the Department of State Hospital (DSH) Property Control Manual (PCM). Works with the DSH – Sacramento Fleet and Asset Management Section (FAMS) in order to complete reporting requests. Gathers and analyzes data from annual inventories, reconciles any discrepancies. Completes the Major Equipment Reconciliation Report involved in</p>

capitalized assets that are procured or surveyed throughout the month. Reviews annual budget allocations of all Capitalized and Non-Capitalized assets based on hospital usage and needs. Provides data to the Hospital General Services Administrator I. Processes and manages all acquisitions and service contracts utilized in the operation of the Property department. Reviews data with the Hospital General Services Administrator I and the Property Controller to maintain accurate property inventories and presents information in a report to the Staff Service Manager I.

15%

Coordinate Procurement of Goods and Equipment:

Ensure the execution of Purchase Orders, and Service Orders into Fi\$Cal. Research and interpret procurement methods, assist administration, departments, and buyers with the planning process to purchase goods and equipment meeting all state and federal requirements, along with DGS and DSH policies and procedures. Receive requests, prepare solicitations, review requests/solicitations from buyers, all to include analyzing data, calculations, and documents for adherence to all mandated purchasing policies and procedures. Research statewide contract specifications, Small Business/Microbusiness/Disabled Veteran Business Enterprise certifications, State Board of Equalization for seller's permits and applicable sales tax regulations, and Federal and State Tax Delinquency sites to adapt and apply to procurement orders/activities. Analyze, upload and process vendor Payee Data Records through the FI\$Cal Vendor Management function. Provide consultation and recommendations to department heads, designees, and buyers regarding actual and potential procurement related problems, advising appropriate action for problem resolution based on the State Contracting Manuals and other governing agency requirements. Generate and amend purchase orders (PO), purchase estimates, and Limit to Brand and Non-Competitive Bid (NCB) requests to procure goods. Consult with Transportation Management for freight requirements as necessary. Provide assistance to DSH-Metropolitan Accounting, Warehouse and buyers in analyzing issues with invoices, stock receiving and any discrepancies with the goods purchased. Ensure all procurement packets/purchase orders contain all required documents and are kept on file as required by DGS and DSH.

MARGINAL FUNCTIONS

All other duties and special projects as assigned consistent with this classification. Provides assistance and back up to additional General Service staff.

5 %

Utilize Total Package software program for patient benefit fund (PBF) orders. Dispatch STD65 – Purchasing Authority Purchase Order outside of FI\$CAL to utilize special funding for purposes of proper inventory and tracking.

5 %

5%

Know and obtain a listing of all Leveraged Procurement Agreements (LPA); Complete audit of all purchasing files for each fiscal year; Complete tracking logs for files that are stored in archive for easy access; Provide excellent customer service to all requestors, vendors, and other hospital personnel in person, via email and over telephone; Follow all departmental and hospital policies and procedures; Responsible for daily monitoring of the DSH procurement & service emails, scanning of incoming documentation, keeping electronic and paper files in organized manner, Provide training for other departmental requestors as needed.

SUPERVISION RECEIVED

Under the general direction of the Staff Services Manager I

SUPERVISION EXERCISED

N/A

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; and government functions and organization; methods and techniques of effective conference leadership. Arithmetic, spelling, grammar, punctuation, and modern English usage.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.

SPECIAL REQUIREMENT

Ability to: Develop and maintain complex spreadsheets. Adapts to changes in policies and regulations.

REQUIRED COMPETENCIES**PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification

SITE SPECIFIC COMPETENCIES

- Develop plans, specifications, invitations to bids, and budget proposals.
- Utilize the State administrative process relating to contract and procurement administration.
- Analyze situations and problems accurately in order to take effective course of action.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Demonstrated ability to interpret Public Contract Law and California Code of Regulations as it refers to Contract preparation.

- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
- Demonstrated competencies to develop plans, specifications, invitations to bids, budget change proposals.
- Demonstrated ability to provide computer generated reports, memoranda, graphs, etc.
- Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms as required.

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

WORKING CONDITIONS

The working conditions vary from routine to intense. An employee working in this capacity is required to make unpopular decisions. The employee must be able to maintain a professional demeanor; times and perform their work systematically and consistently, keeping within legal boundaries to prevent undue protests from contractors.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by operational needs of the hospital. All employees are required to have an annual health review or repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. Telework consistent with DSH Policy Directive 5338 will be considered with prior approval from management. Incumbent is expected to provide in-office coverage on a rotational basis.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date